



Planning Commission Meeting  
January 20, 202 5:30 PM

Virtual Meeting by ZOOM  
Meeting ID: 899 458 5295

Tim Haupert called the Planning Commission meeting to order at 5:30 p.m.

**PRESENT:** Mayor Cegelka, Jeff Adie, Kel Billings, Scott McColl, Tim Haupert

**OTHERS PRESENT:** Law Director Mark Marong, Building Commissioner Bob Rodic, Engineer Mike Henry, Applicant Jeff Taussig

**Motion by Jeff Adie second by Scott McColl to approve the minutes of the December 16, 2020 Planning Commission Meeting.**

**Yeas—Mayor Cegelka, Adie, Billings, McColl, Haupert  
5 yeas – 0 nays**

**Motion carried**

Law Director Mark Marong reported; pursuant to the Charter, the Planning Commission shall meet and organize in January of each year, and at that time choose a Chairman and a Secretary for the balance of the calendar year and until their successors are chose.

Jeff Adie nominated Tim Haupert as Chairman. There were no other nominations.

**Motion by Jeff Adie second by Kel Billings to appoint Tim Haupert as Chairman.**

**Yeas—Mayor Cegelka, Adie, Billings, Haupert, McColl,  
5 yeas – 0 nays  
Motion carried**

Jeff Adie nominated Lori Kovach as Secretary. There were no other nominations.

**Motion by Jeff Adie second by Tim Haupert to appoint Lori Kovach as Secretary to the Planning Commission.**

**Yeas—Mayor Cegelka, Adie, Billings, Haupert, McColl  
5 yeas – 0 nays  
Motion carried**

## **OLD BUSINESS:**

### **REQUEST FOR APPROVAL OF A USE VARIANCE TO CONSTRUCT A DRIVEWAY TO ACCESS AN UNDEVELOPED PROPERTY ON RICHMOND ROAD PPN# 99111001:**

Law Director Mark Marong commented, this is a continuation of the December 16<sup>th</sup> Planning Commission meeting. At that meeting a Public Hearing was held. Mr. Taussig presented his request at the December 16<sup>th</sup> meeting for a Use Variance to construct a driveway to access his undeveloped property on Richmond Road. The Planning Commission may ask Mr. Taussig additional questions and have a discussion regarding the requested Use Variance. The Commission has 60 days from the date of the Public Hearing to make a decision. The Commission does have the authority to place conditions on the Use Variance. The 5 Use Variance factors from section 1119.08 B must be analyzed when making a decision. If Planning Commission votes tonight to approve a Use Variance, then the Board can consider approving the site plan as well through a separate motion. Mr. Taussig introduced a revised site plan for the Commission to consider this evening.

Engineer Mike Henry placed the revised application submitted by Jeffery Taussig on the ZOOM screen for the Planning Commission Board to see.

Building Official Bob Rodic requested to move on to the wetlands plan that Mr. Taussig submitted. Mr. Taussig had identified the location of the driveway on the wetlands plan to be approximately 432' from his north property line. The drive will be across from the residence located at 7620 Richmond Road, approximately 30' south of a fire hydrant labeled as number 150 located on the east side of Richmond Road and about 35' north east of utility pole number 07901 located on the west side of Richmond Road. The proposed driveway is 80' in length which is 20' less than his first proposal, with a turnaround on the north side and a parking area on the south side with enough parking area for approximately 3 cars. Attached in the application is a revised written narrative further clarifying what Mr. Taussig intends to do on the property.

Tim Hauptert questioned if the proposed permanent driveway is close to where the temporary drive is currently. Bob Rodic responded it is not.

Engineer Mike Henry commented; everything the applicant has submitted seems to be order. He cautioned Mr. Taussig that if he is going to put in trails in low lying areas, he will need a wetland mitigation report. As part of the Village Ordinances, there is no filling of any wetland areas or suspected wetland areas, therefore, Mr. Taussig would have to get a delineation to make sure the trail being filled is not within a wetland area.

Mr. Taussig commented; the driveway is 432' from the northern boundary line, not in a wetland area and there is currently a chain located there. There is a second chain that is south of the proposed driveway. He plans to let the vegetation grow back so it will no longer be an entry point and when shrubbery is tall enough the chain will be removed. As for the proposed driveway, conversation took place at the last meeting that perhaps there was not adequate area to turn around. The revised proposal has 3 parking spaces. He noted he cannot imagine the need for more than 3 cars and speaks to the fact that there will not be large gatherings on the property. Mr. Taussig noted that no living trees will need to be removed to construct the proposed driveway.

Tim Hauptert commented; he would like to see a lockable gate rather than a chain across the drive to prevent hazards such as someone driving or riding a bike and does not see it, noting the situation could be catastrophic. Mr. Taussig questioned if the chain were reflective or more visible if that would be acceptable and asked if it is being suggested it be closer to the road to be visible or further into the



property for enough space for a vehicle to pull in or turn around. Tim Hauptert stated; he would like to see it further into the property so a vehicle can pull in safely off the roadway. This would help with coming in and out of the property when locking and unlocking the gate. Mark Marong commented; Planning Commission can consider and prescribe any conditions and safeguards that they deem necessary to ensure that the objectives of the zoning code are met for a Use Variance.

Jeff Adie commented; he agreed with having a gate rather than a chain across the driveway and far enough into the property to pull in safely to unlock while entering and locking while leaving the property. Jeff would also like to see the usage time of the property be similar to the parks in the Village, such as dawn to dusk with no overnight activity. Mr. Taussig stated there was never any intention to have overnight activities. There could possibly be a campfire into the early evening. Jeff Adie asked for the same consideration as how the Village handles *No Parking on Village Streets*. A resident must call the Police Department and inform them they will be having guests park on the street and would like Mr. Taussig to have the same courtesy. If he or his guests will be on the property after dark to call and the Police Department know.

Mayor Cegelka commented; dawn to dusk seems fair and reasonable being that in the summertime dusk could be 10 p.m. Mr. Taussig questioned if a get together went into the evening after dark, was quiet and respectful if that would be allowable. Mayor Cegelka commented; some kind of rules need to be established when considering the Use Variance.

Kel Billings commented; he agrees with the dawn to dusk time use and to call for permission if he or his guests want to stay later than dusk. Scott McColl commented he is fine with dawn to dusk usage. Tim Hauptert asked the Board if they are comfortable with having the condition to have a gate rather than a chain across the driveway and the dawn to dusk hours for usage.

Mark Marong commented; restrictions or conditions on a Use Variance need to be very clear so the requester knows exactly what to follow.

Tim Hauptert asked the Planning Commission if they are comfortable with making a motion for approval this evening with the condition of having a gate and restrictions of the time the property can be used. Conversation took place making the time restrictions more specific. i.e., If time is dawn to dusk and the property is being used after dusk it is a violation. Jeff Adie suggested dawn to no more than 2 hours after sunset. The Planning Commission were all in agreement two hours after sunset was reasonable.

When making a motion the Law Director asked the Planning Commission to add the condition the driveway cannot be used in furtherance of or incidental to any violation of the Codified Ordinances in the Village of Glenwillow, including but not limited to; the general offenses code, zoning code, stormwater code, wetland portion and tree clearing portion.

Jeff Adie asked Mr. Taussig if he was comfortable with a gate rather than a chain. Mr. Taussig stated he was fine with putting a gate up across the driveway. There is currently a plastic chain south of the main drive where he is letting the vegetation grow back. The plastic chain will be removed when the undergrowth takes over.

Mark Marong commented on the discussion that took place at the last Planning Commission meeting and item 2 on Mr. Taussig's narrative regarding ATV's, dirt bikes and maintenance vehicles on the property. Mayor Cegelka stated no overnight parking and only maintenance vehicles should be allowed off the drive for maintenance of the property. Planning Commission was all in agreement.

Mark Marong commented, the property is in the Country Home District, generally single family

residential. Home occupations are allowed but no commercial renting of the space is allowed. Jeff Taussig commented; there are no plans to have a money-making operation on the property.

Mark Marong commented that Planning Commission has the factors to consider voting with the conditions as were outlined here this evening.

Planning Commission, after analyzing the factors in section 1119.08B, finds that Mr. Taussig has an unnecessary hardship and makes the following motion:

**Motion by Jeff Adie second by Tim Haupt for approval of a Use Variance to allow an Accessory Use without a Principal Use and to construct a driveway on an undeveloped parcel on Richmond Road pp# 99111001 conditioned upon having a lockable swinging gate, use of driveway and property from dawn to 2 hours past the National Weather Service sunset; no overnight parking; driveway cannot be used in furtherance of or incidental to any violation of the Codified Ordinances including but not limited to, the general offenses code, zoning code, stormwater code, wetland portion and tree clearing portion; no commercial use on the property; no fill material may be placed in any trail without Planning Commission approval; and only maintenance and service vehicles are allowed to be used off the driveway with no other motorized vehicles allowable.**

**Yeas—Adie, Billings, Cegelka, Haupt, McColl  
5 yeas –0 nay**

**Motion Carried**

Mark Marong commented the second step this evening is the approving the revised site plan. Mike Henry showed the revised plan on the screen with the gate location drawn as discussed by the Planning Commission this evening. (Copy attached to these minutes)

**Motion by Tim Haupt second by Mayor Cegelka for approval of site plan for a driveway on an undeveloped parcel on Richmond Road pp# 99111001 with the gate line as drawn by Engineer Mike Henry on the plan subject to final Engineering approval and the Building Officials approval.**

**Yeas—Adie, Billings, Cegelka, Haupt, McColl  
5 yeas –0 nay**

**Motion Carried**

Mr. Taussig questioned if he needs to submit a drawing of the gate prior to installation. Mark Marong suggested to submit to Bob Rodic what is to be installed to make sure it meets the requirements. Jeff Taussig also questioned if the actions taken here this evening changed the ability for someone to hunt the land. Mark Marong stated nothing done here this evening affects someone going through the proper procedures to hunt on the property.


**NEW BUSINESS:**

**None**

**ADJOURNMENT**

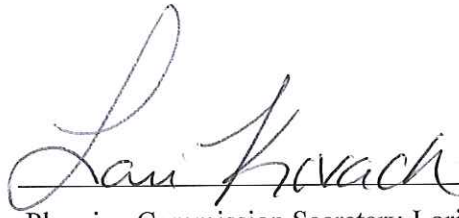
There being no further business to come before the Planning Commission, motion Jeff Adie seconded by Kel Billings to adjourn the meeting. Vote on the motion to adjourn was all yeas and no nays.

The meeting was adjourned at 6:23 p.m.



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Planning Commission



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Planning Commission Secretary-Lori A. Kovach



# Taussig Revised Driveway Proposal

Richmond Rd

12' from  
Centerline

18' from  
Pavement

to end of  
Right of Way

ROW

Modified Swinging Gate  
Location Per 01/20/21 PC  
Meeting

80' Driveway from ROW  
12' WIDE

→ North

36'

36'

TURN AROUND

20'

12'

18'

Parking for 3 cars 12' x 20' ea.